

1995

## Personnel Welfare Committee 1994-1995

Bowling Green State University. Administrative Staff Council

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### *Notes*

1. Colored Ink
2. Photocopies



# Bowling Green State University

University Union  
Bowling Green, Ohio 43403-0350  
(419) 372-2241  
Fax: (419) 372-7940

September 12, 1994

## MEMORANDUM

TO: Pat Green, Chair  
Administrative Staff Council

FROM: Dave Crooks, Director  
University Union

A handwritten signature in cursive script, appearing to read "Dave Crooks", written over the printed name in the "FROM" field.

RE: Benefits

It has come to my attention that there is a difference in benefits between administrative staff and classified staff regarding the payment of medical insurance by the University for the employee, when a staff member goes on special leave. An administrative staff is expected to pay their insurance costs beginning the first month in an unpaid status and a classified staff member can have up to three months in an unpaid status before they have to pay their health insurance costs. This disparity probably does not affect a large number of staff members, but for those administrative staff members that it does affect, this is a major expenditure. Would you please explore the possibility of administrative staff receiving the same consideration as classified staff under the above noted circumstances.

tt/14

cc: Jim Morris

**ADMINISTRATIVE STAFF COUNCIL  
PERSONNEL WELFARE COMMITTEE**

**AGENDA**

**9/16/94**

- **Brainstorming on Tasks Other Than Goals Assigned to PWC**
- **Prioritization of Goals Assigned to PWC**
- **Subcommittee Structure to Accomplish PWC Work**
- **Timeline for ASC Submissions for Handbook Revisions**
- **Insurance Committee Representative**
- **Meeting Schedule (Heavy Prior to 10/28 & Lighter Later)**
- **Good of the Order**

ASC Goals 1994-95  
DRAFT

1. Continue active participation in development of standard evaluation form for all administrative staff. Develop process for consistent merit evaluation and application of consistent policies across VP and presidential lines. *PWC*
2. Participate in development of plans for day care center by pursuing membership in an advisory committee to assure quality programming and access for all university constituent groups. Pursue dependent care needs and Firelands needs.
3. Define and clarify procedures for market adjustments, promotion, equity adjustments and publish results to all staff. *PWC*
4. Complete development of interim position pay scales and examine methods to compensate staff for significantly increased workloads. *PWC*
5. Work closely with the Mercer Group in the job analysis and compensation study.
6. Address with Personnel equalization of benefits for administrative and classified staff such as length of maternity leave, benefit extension during first three-four months of unpaid sick leave. *Food & Bkg will meet with John Brown*
7. Develop procedures within ASC regarding development, approval and forwarding process of policies and recommendations including procedures for Ad Council action within a certain timeline.
8. Increase methods of communication among staff through e-mail, creating lists of expertise and interest and utilizing staff. (Also look at election method to Council)
9. Seek professional development funds to assist administrative staff participation in professional development opportunities.
10. Work with Personnel to clarify family leave policy especially when both spouses are employed at the university. *PWC sub-goal*
11. Examine staff development leave potential and develop recommendations/ criteria for paid professional leave for administrative staff.
12. Conduct a fund-raising campaign to increase the scholarship corpus to \$35,000 or more.
13. Determine process to deal with issues of gender inequity. *PWC*
14. Review and make recommendations on distribution of salary pool dollars including recommendations for merit. *to meet 4th or higher*
15. ~~To review and make recommendations on various Health Care Plans on behalf of administrative staff~~
16. ~~For administrative positions already serving on the list~~
17. *have opid for 1990*

**ADMINISTRATIVE STAFF COUNCIL  
PERSONNEL WELFARE COMMITTEE**

**AGENDA**

**9/23/94**

- **ASC Handbooks to Those Not at the Last Meeting**
  
- **Continue active participation in development of standard evaluation form for all administrative staff. Develop process for consistent merit evaluation and application of consistent policies across VP and presidential lines. ASC-PWC Working Members = Judy Donald**
  
- **Define and clarify procedures for market adjustments, promotion, equity adjustments and publish results to staff. ASC-PWC Working Members = Denise Van De Walle & Duane Whitmire**
  
- **Complete development of interim position pay scales and examine methods to compensate staff for significantly increased workloads. ASC-PWC Working Members = Joe Luthman**
  
- **Work with Personnel to clarify family leave policy especially when both spouses are employed at the University. ASC-PWC Working Members = Pat Koehler**
  
- **Determine process to deal with issues of gender equity. ASC-PWC Working Members = Marcia Latta (other possible resource people are Jim Litwin, Nancy Mueller, and/or Norma Stickler)**
  
- **Begin to work toward similar faculty benefits but on a smaller scale. ASC-PWC Working Members = Joe Luthman**
  
- **Lay the foundation for a University Senate. ASC-PWC Working Members = Ed O'Donnell & Duane Whitmire**
  
- **Good of the Order**

**Administrative Staff Council, Classified Staff Council, Faculty Senate  
Personal Welfare Committees  
Chairs' Meeting  
October 26, 1994**

Randy King, Chair of the Classified Staff Council Personnel Welfare Committee, Hal Lunde, Chair of the Faculty Senate Personnel Welfare Committee, and Duane Whitmire, Chair of the Administrative Staff Council Personnel Welfare Committee, met on October 26, 1994 in an attempt to identify goals of mutual interest among the three constituent groups. Topics of possible mutual concern, not in priority order, are listed below:

- Health Care payments and monitoring
- Day Care advisory committee
- Communication Links (e.g. an electronic mailing list for Classified Staff Council members and Faculty Senators similar to what ASC has done)
- Professional Development (e.g. Information Superhighway training/Internet education)
- Presidential Search
- Equalization of Benefits

Catastrophic Leave Program (ASC/CSC Item)

Fee Waiver Policy (e.g. Educational Benefits for Survivors of Deceased Employees)

Family Leave

Life Insurance

Sick Days Paid at Retirement

The three chairs of the Personnel Welfare Committees will be meeting again in late November with the expressed purpose of comparing the benefits described in the Handbooks of the respective groups.

pc: Dorothy Behling, Chair of Faculty Senate  
Kathy Eninger, Chair of Classified Staff Council  
Pat Green, Chair of Administrative Staff Council ✓

**ADMINISTRATIVE STAFF COUNCIL  
PERSONNEL WELFARE COMMITTEE  
AGENDA - 10/28/94**

- **Thank You, Thank You, Thank You!**
- **Family and Medical Leave Act (FMLA) Policy**
- **Maternity/Paternity/Adoption Leave**
- **Wage Issues (4 Pages)**
- **PWC Chairs of ASC, CSC, & FS Met on 10/26**
- **Good of the Order**



**MEMORANDUM**

October 28, 1994

**TO:** Pat Koehler  
Ed O'Donnell  
Denise Van De Walle

**FROM:** Duane Whitmire *DW*

**RE:** 10/28/94 ASC-PWC Meeting

I am sorry that you were unable to attend the 10/28/94 ASC-PWC meeting. The following items were distributed at that meeting. Thanks to all of you who gave a lot of extra effort to meet the October 28th deadline for submissions by subcommittees.

The next step is to review the enclosed documents with the intent of having the entire PWC group finalize them at our next meeting which will be November 18th at 10:00 A.M. in Hayes Hall 203.

If you need any additional information, please feel free to contact me.

pc: P. Green



**MEMORANDUM**

December 13, 1994

**TO:** Pat Green, Chair  
Administrative Staff Council

**FROM:** Duane Whitmire, Chair  
ASC Personnel Welfare Committee

**RE:** Handbook Revisions for 1995-96

Enclosed please find the following items regarding Handbook Revisions for 1995-96:  
1) Timeline for ASC Submissions for Handbook Revisions, 2) Five Items Related to Wage Issues, 3) Family and Medical Leave Act (FMLA) Policy, and 4) Maternity/Paternity/Adoption Leave.

Due to the efforts of the Personnel Welfare Committee members, the enclosed Handbook Revisions are being submitted in a time frame that will allow adequate review by appropriate bodies so that the revisions can be incorporated into next year's edition of the Administrative Staff Council Handbook.

If you need any additional information, please feel free to contact me.

pc: J. Donald  
B. Keeley  
P. Koehler  
M. Latta  
J. Luthman  
E. O'Donnell  
D. Van De Walle

## **PROPOSED HANDBOOK REVISIONS**

### **WAGE ISSUES**

- 1. Assumption of Additional Responsibilities**
- 2. Equity Adjustments**
- 3. Interim/Acting Appointments**
- 4. Market Adjustments**
- 5. Promotions**

### **ASSUMPTION OF ADDITIONAL RESPONSIBILITIES**

Administrative Staff Council does not condone the elimination of positions with the continuation of those positions' responsibilities being distributed elsewhere; however, ASC recognizes that in difficult budget times, this situation may be forced to occur.

When an administrative staff member is assigned additional responsibilities due to the elimination of a position, the person shall be eligible to receive additional compensation for assuming those duties. If 50 percent of the responsibilities under the eliminated position are assigned to an individual, that person shall be compensated to at least 10 percent of his/her current salary. Likewise, if 25 percent of the duties are assigned to an individual, that person shall be eligible for payment of a 5 percent stipend, etc.

- 1. Additional responsibility pay may be requested by either the administrative staff member, or his/her supervisor, and shall be sent to Personnel Services.**
- 2. The request shall be in writing, with a copy of the eliminated position's job description along with the written description of the duties assigned to the ongoing staff member.**
- 3. This process may occur at any point during the year.**
- 4. A written decision from Personnel Services shall be sent to the inquiring administrative staff member within a six-week period of time from the date of the initial request.**

### **EQUITY ADJUSTMENTS**

In situations where the salary of an administrative staff member is 10 percent or more below that of another administrative staff member with similar duties, length of service, educational level, and requiring similar background expertise, one may request an equity adjustment. Requests for equity adjustments in salary are independent of the merit evaluation process and can be initiated by the administrative staff member. These requests shall be in writing and shall include a job description of both positions, written description of the background and length of service of the

two individuals, comments from Personnel Services, and other relevant supportive documentation.

In order to be eligible for such an adjustment, a staff member must have been employed in his/her current position for a minimum of two years or more at the end of this current fiscal year.

Equity adjustment activities for administrative staff may be conducted annually in accordance with the following timetable:

1. Request for equity adjustments, complete with all written justification will be accepted annually through December 31.
2. By February 15, Personnel Services shall notify the individual of receipt of the request, as well as the need for any further materials needed to supplement the process.
3. During the spring, Administrative Council will review requests for equity adjustments, including determination of whether funds are available. Equity adjustments which are approved will be effective on July 1.
4. Personnel Services shall notify the individual in writing as to the final outcome of the request prior to July 1.

Requests for equity adjustments after December 31 will be included in the next round of activities.

### **INTERIM/ACTING APPOINTMENTS**

An administrative staff member who is asked to serve from 4 to 26 consecutive weeks in a new capacity shall receive the greater of:

1. Current salary
2. A salary which is the midpoint between current salary and that which the previous appointee held.

### **MARKET ADJUSTMENTS GUIDELINES\***

The Administrative Staff Council realizes that the market for any employee is not an absolute figure, but represents a range within which a staff member would expect to find employment elsewhere and within which the University might expect to pay a replacement staff member should a vacancy occur. For the purposes of making market adjustments, we recommend that a figure of plus or minus 10 percent of the mean average salary for comparable positions be considered as being within market salary for an individual.

It is the firm belief of the Administrative Staff Council that the University has an obligation to make sure that all of its administrative staff are being paid a salary that is within a market range commensurate with required education, skills, experience

and responsibilities.

The Administrative Staff Council recommends that the following criteria be used in determining which adjustments are made:

1. Market adjustments should be made only for those whose salaries fall more than 10 percent below the mean average for comparable positions.
2. Of those who fall below market, highest priority should be given to those whose salary is the farthest percentage below market, regardless of the actual dollar amount this represents.
3. Market adjustments should be available only to those who have been employed in their current University position for **two** years or more at the end of the current fiscal year.
4. Other criteria being equal, priority should be given to those who have served the University the longest in their current University position.
5. Market adjustment should be given in sufficient amount to assure that the staff member's resulting salary would be at least within market range, that is plus or minus 10 percent of an average of comparable positions. This adjustment might take more than one year.

\* Market adjustments are not to be confused with changes in position or responsibility. Money for promotions and changes in responsibilities should be provided **separately** from the market adjustment criteria outlined here. **Also see assumption of additional responsibilities, equity adjustments, interim/acting appointments, and promotions.**

## **MARKET ADJUSTMENTS**

In situations where the salary of an administrative staff member is not competitive with other comparable positions, a market adjustment in salary can be requested. Administrative staff members shall seek the guidance of Personnel Services when gathering materials to support a request for a market adjustment in salary. Requests for market adjustments in salary are independent of the merit evaluation process and can be initiated by the administrative staff member. **These requests shall be in writing. Personnel Services shall conduct a survey of salaries of comparable positions and include other relevant supportive documentation.**

Market adjustment activities for Administrative Staff may be conducted annually in accordance with the following timetable:

1. Request for market adjustment surveys will be accepted through December 31.
2. Survey data will be collected and disseminated by Personnel Services to employees and their respective vice presidents during the months of January and February of the following year.

- 10
3. During the spring, Administrative Council will review requests for market adjustments, including determination of whether funds are available. Administrative staff market adjustments which are approved will be effective on July 1.
  4. **Prior to July 1, Personnel Services shall notify the staff member in writing of the final outcome of the request, and shall also include the amount of the average market salary that has been determined by the survey.**

Requests for market adjustment surveys after December 31 will be included in the next round of activities. An administrative staff member requesting a market adjustment survey on January 1 or later will be included with the group whose end date is the following December 31.

## **PROMOTIONS**

Salary enhancements to administrative staff will be considered when they are promoted. Promotions are accompanied by a significant increase in the level of job responsibilities. This may or may not be accompanied by a change in title.

**A promotion request shall be submitted in written form to the employee's supervisor, and upon approval of the supervisor shall be forwarded to the appropriate vice president. This request may be submitted at any time throughout the year. Personnel Services may be consulted in an advisory capacity. Personnel Services will be informed by the appropriate Vice President regarding the outcome of a promotion request, and, in turn, will notify the administrative staff member of the outcome in writing.**

1. **Requests for promotion may be requested by either the administrative staff member, or his/her supervisor, and shall be sent to the appropriate Vice President.**
2. **The request shall be in writing, with a copy of the current position's job description along with the written description of the significant increase in the level of job responsibilities.**
3. **This process may occur at any point during the year.**
4. **A written decision from Personnel Services shall be sent to the inquiring administrative staff member within a six-week period of time from the date of the initial request.**

**TIMELINE FOR ASC SUBMISSIONS FOR HANDBOOK REVISIONS**

**Statement of Purpose - The purpose of developing a timeline for ASC submissions for handbook revisions is to assure that all suggested revisions do not "fall through the cracks" due to lack of communications or misunderstandings regarding deadlines.**

- **Revisions finalized by ASC Personnel Welfare Subcommittee by October 28**
- **Revisions finalized by ASC Personnel Welfare Committee by November 18**
- **Revisions finalized by ASC Executive Committee by December 13 Meeting**
- **Revisions finalized by ASC at 1/5/95 Meeting**
- **Revisions to Personnel Services by 1/20/95**
- **Revisions to Administrative Council by 2/15/95**
- **Revisions from Director of Personnel to Executive Assistant to the President by 3/10/95**
- **Revisions to Board of Trustees for 3/30/95 Meeting**

  
 \_\_\_\_\_  
**Chair of ASC PWC Subcommittees**

  
 \_\_\_\_\_  
**Chair of ASC PWC Committee**

  
 \_\_\_\_\_  
**Chair of ASC**

\_\_\_\_\_  
**Director of Personnel Services**

\_\_\_\_\_  
**Executive Assistant to the President**

\_\_\_\_\_  
**President of Board of Trustees**

**Prepared by Dr. Duane Whitmire, Chair of Personnel Welfare Committee - ASC in consultation with John Moore, Director of Personnel Services and Dr. Lester Barber, Executive Assistant to the President**



# Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403-0373

## MEMORANDUM

January 19, 1995

**TO:** John Moore, Executive Director  
Personnel Services

**FROM:** Pat Green, Chair  
Administrative Staff Council  
Duane Whitmire, Chair  
ASC Personnel Welfare Committee

**RE:** Handbook Revisions for 1995-96

Enclosed please find the following items regarding Handbook Revisions for 1995-96: 1) Five Items Related to Wage Issues, 2) Family and Medical Leave Act (FMLA) Policy, and 3) Natal Leave (Maternity/Paternity/Adoption).

Due to the efforts of the Personnel Welfare Committee members and the review of Administrative Staff Council, the enclosed Handbook Revisions are being submitted in a time frame that will allow adequate review by appropriate bodies so that the revisions can be incorporated into next year's edition of the Administrative Staff Council Handbook. The timeline for ASC submissions for Handbook Revisions is also included for your signature.

If you need any additional information, please feel free to contact us.



## **Family and Medical Leave Act (FMLA) Policy**

Bowling Green State University understands the importance of family issues in today's work force. The University also recognizes that **more than ever its employees** face conflicting demands of family obligations and work. Because employees may find it necessary to take leave from their jobs for a temporary period to address certain family responsibilities or their own serious health conditions, and in order to comply with the Family and Medical Leave Act (FMLA) of 1993, the University has established a parental leave and family and medical leave policy. The University will grant each eligible employee, **University employed spouses included, up to 12 weeks within a 12 month period for the following reasons:**

1. The birth or adoption of a child, or the foster care placement of a child.
2. To care for a "family member" of the employee if that individual has a serious health condition.
3. A serious health condition of the employee renders the individual unable to perform his or her job functions.

**Accrued sick leave, accrued vacation credit and leave of absence without pay can be used during this period. A staff member may use any or all of the accrued vacation and/or sick leave and personal leave during the family medical leave before going on a leave of absence without pay.**

**In the event that an extended leave beyond 12 weeks is needed, employees should request a long term leave.**

Procedures for FMLA leave will apply also to leave under state law and University policy that are longer than 12 weeks (medical, disability, maternity, etc.) Leave under state law and University policy will run concurrently with leave under this policy. The University will comply with both federal and state law, as well as University policy regarding these leaves.

A packet of information covering the University's policy, request forms, and required documentation is available in the Office of Personnel Services. A copy of employee rights under the Family and Medical Leave Act of 1993 is contained at the end of this handbook.

Questions or concerns regarding family or medical leave under this act can be addressed by calling Personnel Services (372-8421)



# Bowling Green State University

Vice President for  
Planning and Budgeting  
230 McFall Center  
Bowling Green, Ohio 43403-0080  
(419) 372-8262  
Fax (419) 372-8446

## MEMORANDUM

**TO:** Duane Whitmire, Chair  
ASC Personnel Welfare Committee

**FROM:** Linda L. Hamilton *llh*  
Director of Budgeting *llh*

**DATE:** March 1, 1995

**RE:** *VACATION POLICY*

I just learned that the classified staff are asking for a revision to their current vacation policy which would permit classified staff to begin receiving 4 weeks of vacation when they reach their 10th year of service and 5 weeks at the 20th year. Since classified staff who have over 20 years of service may be entitled to five weeks of vacation, I would like for ASC PWC to consider the possible revision of our vacation policy to include an additional week (or appropriate number of days) for those staff members who have 20 plus years of service.

Thanks for your consideration.

h

copy: P. Green



# Bowling Green State University

Office of the Vice President  
for Operations  
Bowling Green, Ohio 43403-0320  
307 McFall Center  
Phone: (419) 372-2126  
FAX: (419) 372-0331

March 8, 1995

MEMORANDUM

- TO: Pat Green, Chair ✓  
Administrative Staff Council
- FROM: Robert L. Martin *RM*  
Vice President for Operations
- RE: Proposed Administrative Staff Handbook Revisions

I apologize for the delay in responding to your request for changes to the Administrative Staff Handbook. Discussions concerning this have occurred within the Administrative Council and two courses of action are underway at this point. First, we are in the process of conducting an administrative and legal review of the University's current benefits relating to Family Medical Leave Act and maternity leave that should be completed within the next three to four weeks and the results will be discussed with your group. We have also decided to defer any response to the pay related suggestions you have made. We believe the results of the University study of administrative staff compensation (Mercer Study) will provide the University a basis for evaluating levels of duty and the appropriate pay windows as duties change. We will discuss the impact of that project with you at that time.

cc: Nancy Footer  
John Moore



**MEMORANDUM**

May 19, 1995

**TO:** Judy Donald  
Barb Keeley  
Pat Koehler  
Marcia Latta  
Joe Luthman  
Ed O'Donnell  
Denise Van De Walle

**FROM:** <sup>DN</sup> Duane Whitmire, Chair  
ASC Personnel Welfare Committee

**RE:** Thank You

It has been a busy and productive year for the Personnel Welfare Committee. Through your efforts, most of the original goals established by the Executive Committee for PWC to consider this year have been accomplished. Hopefully, the central administration will take action on the recommendations that have been made.

It has been a pleasure to work on the "PWC Team". The work that was accomplished was only possible through the collaborative efforts of all committee members. Thanks!

pc: Bryan Benner  
✓ Pat Green



**MEMORANDUM**

May 30, 1995

**TO:** Pat Green, Chair  
Administrative Staff Council

**FROM:** Judy Donald  
Barb Keeley  
Pat Koehler  
Marcia Latta  
Joe Luthman  
Ed O'Donnell  
Denise Van De Walle  
Duane Whitmire, Chair  
ASC Personnel Welfare Committee

**RE:** Annual Report for 1994-95

The Personnel Welfare Committee fulfilled its charge of reviewing the Administrative Staff Handbook and studying and recommending Council action on matters involving general salary policies, benefits, performance evaluation, and policies and procedures which affect the functioning of administrative staff in their positions. Most of the original goals established by the Executive Committee for PWC to consider this year have been accomplished.

**Specific actions were recommended in the following areas**

- developed a time line for ASC submissions for Handbook changes
- proposed a Handbook addition for the "Assumption of Additional Responsibilities"
- proposed a Handbook addition for "Equity Adjustments"
- proposed a Handbook addition for "Interim/Acting Appointments"
- proposed Handbook revisions for "Market Adjustments"
- proposed Handbook revisions for "Promotions"
- proposed Handbook revisions for "Family and Medical Leave Act (FMLA)" Policy
- proposed Handbook revisions for "Natal" Policy
- developed a "Synopsis of Benefits for Part-Time Administrative Staff, 12 Month Permanent Part-Time Classified Staff, and Part-Time Faculty" (see attachment)

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**PWC committee members participated on the following committees that have a direct or indirect impact on administrative staff**

- Judy Donald is a member of the Administrative Performance Evaluation Committee
- Chairs of the PWC committees of Administrative Staff, Classified Staff, and Faculty Senate met to identify areas of mutual concern
- Barb Keeley is a member of the BGSU Health Care Task Force and the Insurance Appeals Committee
- Duane Whitmire is participating in the BGSU Administrative Staff Job Analysis and Compensation Plan Committee (Mercer Group Study)

**The following items were brought to PWC this year and varying degrees of discussion occurred but no formal action was taken. Therefore, the topics listed below should be considered possible carry over items for consideration by next year's PWC.**

- " Dollar Recognition of Degrees" - finish the survey that was started
- " Time Differentials for Administrative Staff at 'Sister' Universities" - finish the survey that was started
- increasing the number of days for payment of accumulated sick leave upon retirement
- pro-rating of benefits for part-time employees for all constituent groups (see attachment)
- increasing the number of vacation days based on length of service (e.g. perhaps 25 days a year for those with greater than 20 years of service)
- fee waivers beyond five years for dependents of retirees
- multiple year contracts (especially for long-term employees)
- establishing a Day Care advisory board to assist in the formulation of policies and assessing the needs of constituents as the Day Care facility comes into existence

It has been a busy and productive year for PWC. Hopefully, the central administration will take action on the recommendations that have been made. If you need any additional information, please feel free to contact us.

pc: Bryan Benner  
Greg Jordan

# Synopsis of Benefits for Part-Time Administrative Staff, 12 Month Permanent Part-Time Classified Staff, and Part-Time Faculty

Benefit Provided	Admin Staff	Class Staff	Faculty
Retirement benefits depend upon years of service age, highest three-year salary and payment options	X	X	X
Sick leave accrues on a pro-rated basis	X	X	X
Holiday pay (one and one-half times)		X	
Vacation accrues on a pro-rated basis	X	X	
Military leave up to 31 days a year	X	X	
Jury duty	X	X	X
Parking decal	X	X	X
Fee waivers on a pro-rated basis for the employee	X	X	X
Fee waivers for dependents			
Travel reimbursement	X	X	
Workers' compensation	X	X	X
Unemployment compensation	X	X	
Discounts with ID card	X	X	X
Special leaves of absence (voluntary)	X	X	
Employee Assistance Program	X	X	X
Employee Recognition - Staff Awards	X	X	
Maternity leave	X	X	X
Personal leave	X	X	
Health care			

Thanks is expressed to Shirley Colaner, Gerri Otley, and Norma Stickler who provided information for this synopsis-DEW 5/10/95